RETENTION: September 30, 1998

TO: HEADS OF GOVERNMENT DEPARTMENTS, AGENCIES, AND OTHERS CONCERNED

SUBJECT: YEAR 2000 DATE CONVERSION FORMAT

1. <u>PURPOSE</u>

This bulletin notifies Federal Program Agencies that Treasury's Financial Management Service (FMS) has adopted the NIST (National Institute of Standards and Technology) Standard, Federal Information Process Standards Publication 4-1, to exchange data to accommodate the Year 2000.

2. <u>PROCEDURAL CHANGE</u>

The **calendar date** representation that FMS will use to transmit and receive data is **YYYYMMDD**.

The **ordinal date** representation that FMS will use to transmit and receive data **is YYYYDDD**.

The **fiscal date** representation that FMS will use to transmit and receive data is **YYYY**.

The time elements; year, month of year, day of month, and day of year may be represented and used independently or collectively as required. When used collectively, the high to low sequence must be maintained.

> **<u>EXAMPLE:</u>**   **February 1, 2000 will be expressed as 20000201 in calendar date form (YYYYMMDD).**
>
> **February 1, 2000 will be expressed as 2000032 in ordinal date form (YYYYDDD).**
>
> **October 1, 1999 will be expressed as 2000 in fiscal date form (YYYY).**
>
> **February 2000 will be expressed as 200002 (YYYYMM) to maintain the high to low order sequence.**
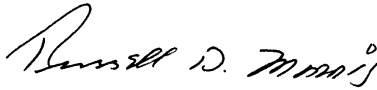
3. <u>EFFECTIVE DATE</u>

Effective immediately, to be applied upon the need to exchange data in Year 2000-compliant format.

4. INQUIRIES

Any questions concerning this bulletin should be directed to the following points-of-contact for the FMS Year 2000 effort:

Howard Nathanson, 202-874-7550
Joyce Tabbs-Wade, 202-874-8234
Susan Hinden, 202-874-8624

Project Management Division
Financial Management Service
Department of the Treasury
3700 East-West Highway (Room 900D)
Hyattsville, MD 20782

Date: April 29, 1997
Russell D. Morris
Commissioner